



Registration is the first step toward creating a profile in the state of Washington Talent Pool. Once you register, you can provide the state with your "Profile."

**NOTE:** We encourage you to register and create a profile, however it is not required. Doing so enables agency recruiters searching for individuals with your qualifications to access your name and invite you to apply for job openings that match your skills. If you prefer, you can search for opportunities and apply directly for the jobs that interest you.

1. To begin the registration process, click on **Register Now**. You will be taken to a page to enter your first, middle and last name.
2. Next you will enter your preferred user name, and create a password that is **eight characters long and includes a letter, number and symbol**, and the first 3 characters of the password cannot be the same. To better protect your personal information, the system requires that you update your password every 90 days.
3. Enter your e-mail address. The system will not allow the use of duplicate e-mail addresses. Each registrant will need to have a unique e-mail address. See our website for information on free e-mail.

**NOTE:** Washington State employees will use their personnel ID number as their user name. For state employees, the e-mail address is entered in Employee Self Service and they do not need to register.

Before you register, read the data privacy statement (shown below) and acknowledge that you accept it.

*In submitting these materials, I certify that information contained in my resume, and all other application-related information I have provided here is true, correct, and complete. I understand that consideration for employment and the continuation of subsequent employment depend on true, accurate and complete representation of these facts as stated or implied in all application-related material. I understand that untruthful or misleading answers are cause for rejection of my application, removal from the candidate pool, or dismissal if I am employed.*

## Registration

Do you want to find out more about your career options in our company?

We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our Job&Career pages and you will find valuable information about our company and current employment opportunities. If you are interested in a job, you can apply for it online directly. If you do not find any suitable vacancies but would still like to work for our company, you can register with us. We will contact you as soon as an employment opportunity arises that may interest you.

### Name

First Name

Middle Name

Last Name \*

### User Data

User Name \*

Password \*

Repeat Password \*

E-Mail \*

### Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. [Data Privacy Statement](#)

☐ Yes, I have read the data privacy statement and I accept it

Register

5. Click on **Register** to access the Job Seeker Start Page.

## Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

### My Name and Contact Information

Enter your name, email address and contact information here.

[My Personal Details](#)

[My Contact Information](#)

### Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.

[Change Personal Settings](#)

[Change User Name](#)

### My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.

[Option 1: Build Resume Profile](#)

[Option 2: Attach Resume](#)

[View My Resume](#)

[Release Profile for Consideration](#)

[Identify Interest Group](#)

### View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.

[View Demonstration](#)

[Link to WA Careers Website](#)

### My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.

[Apply Directly](#)

[Search for Jobs](#)

[Favorites](#)

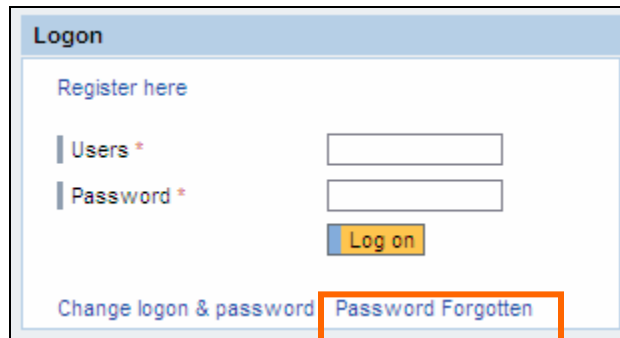
[Manage Applications](#)

**NOTE:** The system will generate an e-mail to you that confirms your registration.

## [Request a Password](#)

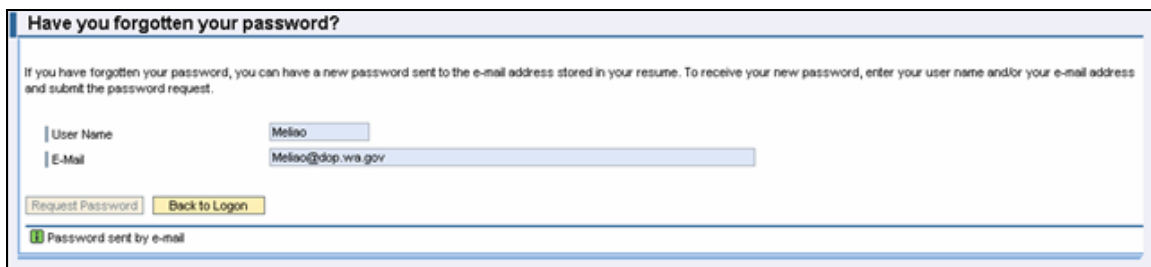
If you forget your password but know the e-mail address used to create your account . . .

1. Go the log on page, click on **Password Forgotten**.



The screenshot shows a 'Logon' form with a blue header. Below the header is a 'Register here' link. The form contains two input fields: 'Users \*' and 'Password \*'. Below these fields is a 'Log on' button. At the bottom of the form, there are two links: 'Change logon & password' and 'Password Forgotten'. The 'Password Forgotten' link is highlighted with an orange rectangle.

2. Enter your User Name and e-mail address, and then click on **Request Password**.



The screenshot shows a page titled 'Have you forgotten your password?'. Below the title is a paragraph of text: 'If you have forgotten your password, you can have a new password sent to the e-mail address stored in your resume. To receive your new password, enter your user name and/or your e-mail address and submit the password request.' Below this text are two input fields: 'User Name' and 'E-Mail'. The 'User Name' field contains the text 'Melao' and the 'E-Mail' field contains the text 'Melao@dop.wa.gov'. Below these fields are two buttons: 'Request Password' and 'Back to Logon'. At the bottom of the page, there is a green icon and the text 'Password sent by e-mail'.

3. The system will send you an e-mail with a new password.

September 12, 2006

Dear XXXXXXX,

Per your request, we have generated a new password for you. Use this password to log into the system at ([www.careers.wa.gov](http://www.careers.wa.gov)). For convenience, just copy then paste the new password in, then follow the directions to create a password you can remember.

Your new password is: XXXXXXXX

Your user name will remain: XXXXXXXX

The primary form of contact by agencies will be e-mail. It is very important that you keep your current e-mail address listed in your Washington State Talent Pool profile.

If you have questions or need assistance, please e-mail the Department of Personnel at ([information@dop.wa.gov](mailto:information@dop.wa.gov)) or call (360) 664-1960 or TDD (for the hearing impaired) (360) 664-6211.

Sincerely,

Washington State Dept. of Personnel  
System Administrator

4. Use this password to log on. You will be prompted to create a new password.

**TIP:** It is recommended that you copy and paste the password from the system-generated message to avoid possible typing errors.



The screenshot shows a web form titled "Change Password". At the top, a green message bar states: "This is an initial password that must be changed". Below this, the form has a label "Users:" followed by the text "MELIAO". There are three input fields: "Current password \*", "New password \*", and "Repeat Password \*". At the bottom left of the form is a yellow button labeled "Change".

5. After you successfully change the password you will receive an acknowledgement. You can change your password once a day.



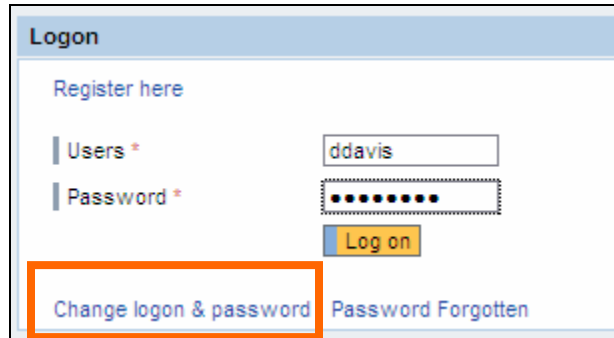
The screenshot shows a web form titled "Logon". A green message bar at the top states: "The password was changed". At the bottom of the form is a yellow button labeled "Cont."

## Change User Name and Password

Once you have registered, you can change both your user name and password.

1. To change your login & password click on the **link** at the bottom of your login.

**EXCEPTION:** If you are currently a Washington State employee, your personnel number is your user name and cannot be changed.



The screenshot shows a web form titled "Logon". At the top left is a link "Register here". Below it are two input fields: "Users \*" containing the text "ddavis" and "Password \*" which is masked with dots. To the right of the password field is a "Log on" button. At the bottom of the form, there are two links: "Change login & password" and "Password Forgotten". The "Change login & password" link is highlighted with an orange rectangular box.

If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or send an e-mail to [Information@dop.wa.gov](mailto:Information@dop.wa.gov)

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternate format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to [www.careers.wa.gov](http://www.careers.wa.gov).